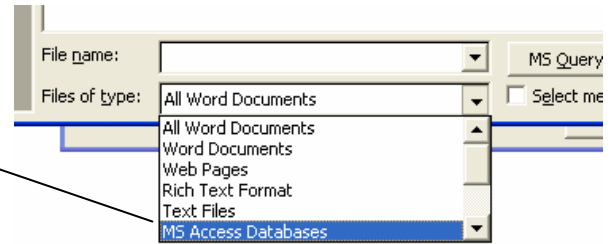
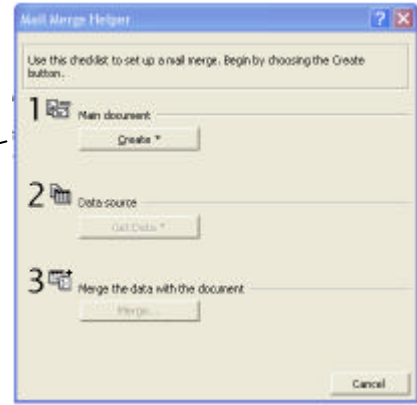


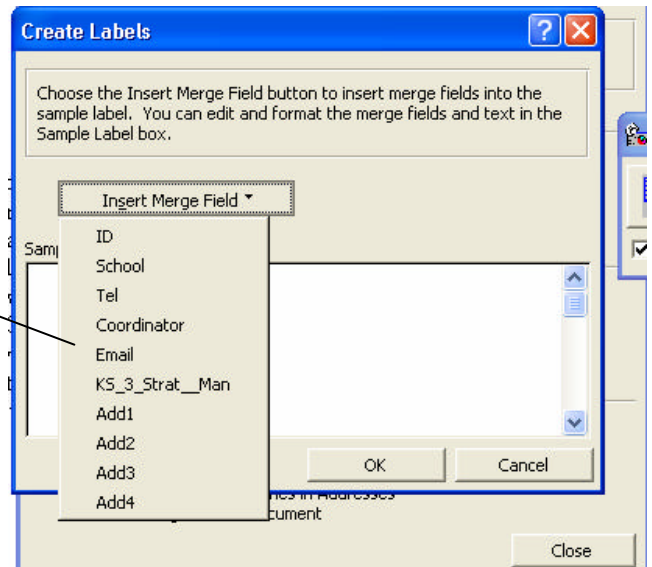
Mail Merge Guide

Open Word documents
 Go to Tools menu and select 'Mail Merge'
 Click create and choose from the menu in this case mailing labels
 Click active window -
 - Get data – Open data source -
 Browse for your database remembering to change the file type to MS Access Databases, otherwise it won't see your DB



OK the table in your database – Set up main document
 You will need to browse for the correct size of Avery mailing labels, in most cases -
 A4 and L7160 – Address labels

Create the labels by selecting 'Insert Merge Field' or fields! This where the decision is made about what will appear on the label. Make sure you put a return between each field.
 Click OK



Continue with Merge – Merge – again and you should finish with a page or more of labels which you can save or print at leisure

Benfield Benfield Road Newcastle-upon-Tyne NE6 4NU	Chapel House Middle Off Hillhead Parkway West Denton Newcastle-upon-Tyne NE5 1EL	Chapel Park Middle Granville Drive Chapel Park Newcastle-upon-Tyne NE5 1SH
Gosforth Central Middle Great North Road Gosforth Newcastle-upon-Tyne NE3 1UN	Gosforth East Middle Harewood Road Gosforth Newcastle-upon-Tyne NE3 5JT	Gosforth High Knightsbridge Gosforth Newcastle-upon-Tyne NE3 2JH
Gosforth West Middle Jubilee Road Gosforth Newcastle-upon-Tyne NE3 1DY	Heaton Manor Jesmond Park West Newcastle-upon-Tyne NE7 7DP	Kenton School Drayton Road Newcastle-upon-Tyne NE3 3RU